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75 OCT 1970

**MEMORANDUM FOR:** Deputy Director for Support

**SUBJECT :** Office of Personnel Report - Week Ending 2 October 1970

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1. Recruitment: [REDACTED] represented the Agency last week at the Middle Atlantic Placement Association Conference. Approximately 500 people attended this meeting. [REDACTED] stated that to this group the Agency has a good image and they would like to know more about us.

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2. Designating Language Requirement Positions: The review of revised language requirements throughout the Agency is still in process and language positions have been designated for WH, NE, and AF Divisions and the Office of Training. It is anticipated that we will complete our designation of all language positions by the first part of 1971.

3. Activity on Discontinued Service Retirement:

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Applications Received FY 71	41	19	60
Effective July through September	37	15	52
Effective Remainder FY 71	4	4	8
Declared Intent for FY 71	5	4	9

4. Federal Government Length of Service Pins: The Federal Length of Service Pins have been ordered with a requested delivery date of 1 December. The number ordered was [REDACTED] This calculation is designed to give a pin

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to all persons who had 10 or more years of service on 31 December 1969 and also to those persons who qualify in 1970 for a 10-, 15-, 20-, 25-, 30-, 35-, or 40-year pin. Distribution will be made as soon as possible after delivery of the pins.

5. Consolidated Fund Drive: As of close of business 1 October, \$65,583.55 had been collected which represents 31.77% of the Agency's goal.

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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**Distribution:**

- 0 & 2 - Addressee
- 1 - IG
- X - D/Pers Subject File
- 1 - D/Pers Chrono

OD/Pers/ [REDACTED] djp (5 Oct 70)

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